

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, June 6, 2022

Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Ellis, Donnelly (arrived at 5:14 PM)

Also Attending: Town Attorney Dave Berger, Human Resource Director Nancy Olmstead, Town Clerk Debra Wallace, Police Chief Stace Kintner and Town Engineer Vern Myers

Supervisor Schaffer commenced the Work Session at 5:00 p.m.

WORK SESSION

Police Chief Stace Kintner informed the Town Board of a recent retirements that will be occurring shortly. One is a Detective Sergeant who will be retiring on July 30th but will be using his vacation time, leaving that position vacant on June 15, 2022. Chief Kintner requested of the Town Board permission to begin interviewing candidates for that position as soon as possible.

UPCOMING PUBLIC HEARINGS

COMMITTEES

7.1 PUBLIC WORKS (ELLIS/Messina)

1. Request from Scott Groats, Water & Wastewater Superintendent, to have the Board approve advertising for Water Facility Alterations and Water Appurtenances on June 15th, 2022. Bids to be opened on Tuesday, June 28th, 2022 at 2:00pm.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Scott Groats, Water & Wastewater Superintendent, to have the Board approve refunding Raheel Kahn, 535 Clubhouse Road, Vestal, N.Y. 13850 in the amount of \$1,474.95 regarding her property located at 3422-3424 Vestal Rd. Incorrect plumbing created a double billing situation. It is now corrected.

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OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

3. Request from Scott Groats, Water & Wastewater Superintendent, to have the Board approve the Laboratory award to the single bidder, Microbac Laboratories, 3821 Buck Drive, Cortland, NY 13045.
Bid Price: \$53,555.50

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

4. Request from Scott Groats, Water & Wastewater Superintendent, to have the Board retroactively approve Supervisor Schaffer signing The Hazard Mitigation Match Commitment letter for a generator grant application.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

5. Request from Scott Groats, Water & Wastewater Superintendent, to have the Board approve Ti-Sales Inc., 36 Hudson Road, Sudbury, Massachusetts 01776, as the sole source for the Town's meters and equipment. Ti-Sales has been awarded the bid since 2007

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.2 FINANCE (MESSINA /Donnelly)

1. Warrants: 2022: 21, 21E

OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

2. Request from Laura McKane, Town Comptroller, for the Town Board to consider establishing an Employee Benefit Accrued Liability Reserve Fund authorized under General Municipal Law to accumulate money to pay out accrued benefits due to employees upon termination of service.

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OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

3. Request for the Town Board to authorize David Berger, Town Attorney, to sign a Settlement Agreement in the matter of the petition of Steven and Emma Cheek vs. The Assessor of the Town of Vestal, New York and the Town of Vestal, New York for review of Tax Assessment under Article 7 of the Real Property Tax Law. The property is located at 100 Foster Road, Vestal, New York, Tax Map No. 190.01-1-39.1

OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

7.3 PERSONNEL (FITZGERALD/Donnelly)

1. Request from Nancy Olmstead, Director of Human Resources, for authorization for Debra Wallace, Town Clerk to appoint Susan Bailey as 1st Deputy Town Clerk, effective June 13, 2022 at the CSEA rate of \$25.34/hour. Such appointment is subject to all civil service, NYS and Town requirements being satisfied.

Director of Human Resources, Nancy Olmstead stated that Susan Baileys stipend for tax collection and Deputy Registrar will remain.

OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

2. Request from Nancy Olmstead, Director of Human Resources, for authorization for Michelle Tomancik-Teed, Acting Recreation Planner to make the summer Tennis Instructor appointments outlined in her memo dated June 2, 2022 which is included in the addendum. The start date is June 24, 2022 and the rates of pay are identified in the memo. All appointees live in the Town of Vestal.

OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

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3. Request from Nancy Olmstead, Director of Human Resources, to appoint Daniel Hayes as a member of the Town's Planning Board effective immediately. Mr. Hayes will be filling Tim Mulvey's unexpired term which ends December 31, 2026

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

4. Request from Nancy Olmstead, Director of Human Resources, for authorization for John Schaffer, Town Supervisor, to appoint Laura McKane as Budget Officer (PT), pursuant to NYS Town Law Section 103, effective September 7, 2022 at the rate of \$53.03/hour.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

5. Request from Nancy Olmstead, Director of Human Resources, for authorization for Debra Wallace, Town Clerk, to appoint Debra Jennings as Deputy Town Clerk, effective June 13, 2022 at the CSEA starting rate of \$18.00/hour. Such appointment is subject to all civil service, NYS and Town requirements being satisfied.

No- Councilwoman Fitzgerald pulled to Executive Session

6. Request from Nancy Olmstead, Director of Human Resources, for authorization for Vern Myers, Town Engineer, to appoint Connor Foster to a vacant Engineering Technician position effective Monday, June 13, 2022 at the CSEA starting rate of \$23.31/hour. Such appointment will be provisional and is subject to all civil service and Town requirements being satisfied.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

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7. Request from Nancy Olmstead, Director of Human Resources to appoint Patrick S. McPherson as a member of the Town's Zoning Board of Appeals effective immediately. Mr. McPherson will be filling Thomas Jackson's unexpired term which ends December 31, 2023

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.3 PLANNING & ZONING (FITZGERALD/Ellis)

1. Request from Walaya Kretzmer, Tree Sale Coordinator, for Boy Scout Troop #225, to use the Town owned parking lot located at 320 Vestal Parkway East, for their 2022 Christmas Tree Sales from November 14, 2022 to December 24, 2022.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Anthony Folk, owner of Chenango Point Cycles, for Town Board approval to host the annual "Southern Tier Enduro" Mountain Bike event at Jones Park on July 24, 2022. Insurance information will be updated prior to the race.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.4 PUBLIC SAFETY (MESSINA/Ellis)

7.5 ADMINISTRATION (ELLIS/Messina)

1. Request to discuss changing the start time of Work Sessions and Town Board Meetings for the months of June, July & August to 5:00pm.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

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2. Request from David Berger, Town Attorney, to discuss the Town of Vestal acquiring 147-151 Front Street from the Broome County Land Bank.

No- This will not be placed on the Agenda for a vote at the next Regular Meeting of the Town.

Town Attorney, David Berger stated that Abstract of Title was not included in the information sent to the Town. Berger will request a copy of the Abstract of Title to be reviewed and found to be satisfactory before accepting the donation.

RECEIVE AND FILE:

- Town Clerk Monthly Report for 05/22
- Proof of posting ZBA Meeting Legal Notice
- Proof of Posting Notice to Bidder Fire Dept # 4
- Proof of Posting Laboratory Services Water Dept
- Proof of Posting Local Law B Legal Notice

UNFINISHED BUSINESS:

Request to Appoint Nick Angeline as Town Comptroller effective August 1, 2022 to fill the unexpired term of Laura McKane. Such term ends December 31, 2023. His annual rate of pay will be \$90,000.00. To be considered for a re-appointment at the end of this term he must move to the Town of Vestal.

NEW BUSINESS:

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:

- Applicants for the Comptroller and Deputy Comptroller Positions
- Deputy Town Clerk position*
- CSEA Blue negotiations*

ADJOURNMENT

On a motion by Councilwoman Messina, Seconded by Councilman Donnelly, the Work Session was adjourned and the Town Board entered into

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Executive Session. The time was 5:35 pm.

On a motion by Councilman Ellis, Seconded by Councilwoman Fitzgerald, the Executive Session was adjourned. The Time was 5:55 P.M.